



CWEA Board Meeting Minutes

Thursday, April 12, 2012 ~ 9:30 am - Noon
University of Maryland Baltimore County, Room 310, University Center Building
1000 Hilltop Circle, Baltimore MD 21250

CWEA 2012 forward – **CWEA Strategic Plan and Business Practices**

Attendance:

Ted DeBoda

Jane Bayer

Chein-Chi Chang

Rob Kershner

Bob Beringer

Kraig Moodie

Hiram Tanner

Tim Wolfe

Jeff Cantwell

Ann Baugher

Not Attending: Angela Essner, Anthony Rocco, Bob Wimmer, Clarence Beverhoudt, Gary Wagner, Jasvir Grewal, Joe Swaim, Karl Ott, Kristi Perri, Larry Jaworski, Mark Ramirez, Noelle Anuskiewicz, Paul Hlavinka, Pete Thomson, Wayne Reed, Scott Shipe, Susan MacNeil, Meredith Welle, Paresh Sanghavi, Burt Curry, Neha Hridaya, Paul Sayan, Matt Roder

1. Call to Order by CWEA President Ted DeBoda at 9:34 a.m., April 12, 2012.

President DeBoda announced University of Maryland Baltimore County, Chesapeake Chapter Engineers Without Borders guests, three students and their professor, would be presenting at the conclusion of the meeting, and joining the Board for lunch.

a. **2011 – 2012 TIMELINE** – Ted DeBoda (all Board Meetings begin at 9:30 am)

1. **Tuesday, June 26, 2012 – KCI**

- i. Approve officer nominations – Ted DeBoda for Craig Murray, on vacation. Slate of Officers to Board for vote via email
- ii. Vote on Short Course representatives – to be selected at the June 26, 2012 board meeting
- iii. 2012-2013 four (4) CWEA members that will serve on the Tri-Con Committee will be announced as selected by the Executive Committee. Three members will be determined by the Executive Committee, in addition to Rob Kershner, who volunteered to serve during the April 12th board meeting.

b. Coordinating Meetings (*overview*) – Ted DeBoda

1. Strategic Planning – no meeting held since last Board meeting
2. Media – **Ecoletter** third issue, *e-CWEA News*, Public Education
3. Executive Committee – met March 19, 2012
4. Business Practices – not yet established with no meetings scheduled
5. Other(s) – Tri-Con

2. COMMITTEE REPORTS

a. **Delaware Trustee (Jeff Cantwell)** –

1. **Public Education – Matt Roder** – Talked to Neil Weaver and asking CWEA members to interview wastewater treatment operators, with the intent of getting the interviews published in local community papers and the **Ecoletter**. Interviews would

focus on issues like how much water does your plant treat in a year, how much nitrogen and phosphorus does your plant keep out of the Bay, what are the day-to-day things done to make the public aware of what a wastewater treatment plant does, how it benefits the average person and that concept of what goes down the toilet or sink is changed. Plans are to get together with Committee and its members to get an email prepared. Mr. Roder is working with Brian Shell, a Johns Hopkins student working part-time at AECOM, handling a lot of the Stockholm Junior Water Prize work.

Ted DeBoda noted that at the Fly-In the nitrogen issue came up. Maya S. to write an **Ecoletter** article on this issue.

2. Web Site – Anthony Rocco, reported on website “hits” per statistics in table below.

▼ Popular		
Most Popular Articles	Created	Hits
What's New	2009-10-29 09:54:21	248
Scholarship	2010-09-15 14:14:24	75
Short Course	2010-12-09 11:23:07	42
Home	2009-10-29 17:24:53	39
Board and Section Meeting Minutes	2010-12-09 12:30:33	34
Job Bank	2010-07-09 08:46:26	33
Board Meeting Minutes	2010-12-09 12:30:33	32
Western Section	2010-12-30 10:06:54	29
Southern Section	2010-12-30 10:06:54	29
Eco-Letter Online	2010-12-07 16:13:05	28

Webmaster added, per member suggestion, there is now a volunteering opportunity for those who click on our website.

3. Publications – Joan Fernandez -

- a. Deadlines:
 - June 4, 2012 – Summer issue (early July 2012)
 - September 28, 2012 – Fall issue (early November 2012)
- b. Articles from every committee for **Ecoletter** –activities, spread the word, to include simple Word document and pictures, in jpeg format, to co-editors. Discussion was held regarding Kelman’s solicitation for CWEA for **Ecoletter** to be sure we are getting as much coverage as possible for Chesapeake.
- c. Discussion held whether to add an annual Membership Directory to the **Ecoletter**. President DeBoda to ask the co-editors to present proposal at the

June 26, 2012 Board meeting, for Board to vote. Members may check out CSAWWA's Membership Directory at csawwa.org.

- d. 1st annual WWOA installment was received by CWEA for **Ecoletter** share of back expenses, per the executed MOU, with the final installment due on or before April 1, 2016.

b. Maryland Trustee (Paul Sayan) –

1. **Laboratory Practices** – no report
2. **MDE W/WW Board Liaison** – Noelle Anuszkiewicz continues to provide to the training committees updates of the Board of Waterworks and Waste System Operators. The Board is currently reviewing operator certification for individuals' response for (1) making decisions regarding the control of flow; (2) processing raw and finished water, wastewater or sludge; (3) interpreting meter and gauge readings; or (4) physically adjusting equipment or facilities during the treatment process, which could mean expanding licensing requirements beyond facility operators. The training committees have been informed of the Board's discussions. Since CWEA is a pre-approved provider in the State of Maryland for P.E. continuing professional competency, Paul Sayan recently informed the training committee chairs and vice chairs that each committee is responsible for providing to seminar/event attendees proper documentation that shows proof of attendance and PDH units earned. It was emphasized that the attendance certificate should be provided for technical, not social events.

Mr. Sayan feels that some CWEA technical events can best be hosted through videoconferencing. With that in mind, Mr. Sayan has tried to gauge interest from the training committee chairs and vice chairs for a CWEA internet conferencing account such as Go To Meeting. This would allow any committee to host a technical event or committee meeting. Currently, some individual companies host videoconferencing events on behalf of CWEA. However, hosting an event beyond 20 attendees can result in substantial costs to these companies. Go To Meeting (or similar internet conferencing web site) account maintained by CWEA would encourage the committees to host technical sessions and expand CWEA's audience. Out of the five committees that did respond (Stormwater, Plant O&M, Water Reuse, Collections Systems and Government Affairs), three (3) thought a CWEA-maintained Go To Meeting account would simplify and encourage hosting an event. There seemed to be less interest from the Stormwater and Collection Systems committees, but both are active committees. Mr. Sayan strongly believes that a Go To Meeting account would encourage the less active committees to become more active.

Board authorized Mr. Sayan to investigate possible hosting companies and their costs and report findings at the June 21, 2012, Board meeting.

3. **Biosolids/Residuals** – no report
4. **Collection Systems- Committee activities:**
 - a. Ed Norton/Gary Wyatt Open, June 27, 2012, Woodland's Golf Course in Windsor Mill, MD;

- b. Finalizing the presenters for the Water/Wastewater Operators Annual Short Course, June 3-8, 2012 at Mount St. Mary's University, Emmittsburg, MD with Jane Bayer to run CWEA registration table and Ann Baugher to order some Water's Worth It and other giveaway material for new members signing up.
 - c. Committee has begun identifying possible topics and presenters for one-day Fall conference, Thursday, November 8, 2012 at MITAGS. A deposit has secured this venue, with seminar called "IT All Starts with the Laterals."
5. **Plant O&M** - no report
 6. **Short Course** – Wayne Reed – Short Course Committee's next meeting is scheduled for early May. Mr. Reed is working with an Insurance Broker, provided to him by Al Will, to acquire event insurance for the 63rd Annual Short Course, June 3-8, 2012, at Mount St. Mary's University, Emmittsburg, MD
 7. **Stormwater** – The Committee is coordinating with WEF to host the National Stormwater Symposium, July 18 - 20, 2012, Baltimore, MD. Patti Jones, Stormwater Secretary, is reaching out to YPs, to assist as monitors in exchange for a free day-pass. Volunteer Moderators will need to register.

Looking to add a social event at Symposium – potentially have a micro-brew company, Victory, that brews a beer known as "Headwater Ale" served at Sheraton during reception with alternate ideas being discussed.

Mr. Cantwell received a proposal from WEF regarding revenue sharing on the first Stormwater Symposium. The Stormwater Committee, along with the President, renewed the proposal, offering a counter-proposal to WEF. Upon receipt back from WEF, Mr. DeBoda will have Board review. E-blast will be sent encouraging folks to attend. The Board agreed to provide additional funding for the Symposium.

Motion No. 56-12: Motion made by Bob Beringer, seconded by Chein-Chi Chang, to provide the Stormwater Committee \$3,000.00, to use at their discretion, to implement marketing and conduct a networking event with CWEA hosting the first WEF Stormwater Symposium in Baltimore, July 18-20, 2012. Motion carried.

Stormwater Committee also considering hosting a fall luncheon to discuss stormwater issues/challenges.

8. **Technical Education** – no report
9. **TRE** – Gary Wagner - Committee met early March, 2012, reviewing 70 apps for the period.
10. **Water Reuse** – Joint CWEA/CSAWWA seminar, April 26, 2012 at MITAGS, includes presentations and panel discussion offering 5.5 contact hours, also good towards PDHs. Bob Beringer to attend seminar at President DeBoda's request.

11. **Safety** – Only three- safety papers were submitted by DC Water to the Tri-Con call and will be part of the 2012 Tri-Con Technical Program. The Tri-Con Committee is doubtful they will receive enough safety papers in 2013 Tri-Con to establish a full track as the Safety Committee had hoped.

c. DC Trustee (Chein-Chi Chang) –

1. **WERF Liaison** – no report
2. **Charity Events - Water for People (WFP)** –no report
3. **Membership** – Chein-Chi Chang stated Scott Shipe’s Membership report will be forthcoming
4. **Student Activities** –Annual 2012 Career Fair, held February 17, 2012, at Engineers Club in Baltimore was a success.
5. **Student Paper Award(s)** – Meredith Welle – Annual competition kicked off in March with April 18, 2012 deadline. Winners to be announced in May with winners announced at the Awards Ceremony at the 2012 Tri-Con. Ms. Welle asked for two Board members to assist in judging.
6. **Young Professionals** – An YP event was organized on March 20, 2012. Young Professionals were invited to attend an environmental panel discussion held by the DC Environmental Film Festival, followed by a get together. Panel discussion: Environmental Impacts on Public Health *Panel Discussion Illustrated by Film Clips - Moderator: Frank Sesno*, Director, School of Media and Public Affairs, The George Washington University; Host and Creator, *Planet Forward*. *Panelists: Dr. Lynn R. Goldman*, Dean of the School of Public Health and Health Services, The George Washington University, pediatrician and epidemiologist, spoke presenting clips from the film, *Semper Fi: Always Faithful*, the story of water contamination by the U.S. Marine Corps at Camp Lejeune, N.C. that resulted in an unprecedented number of cancer cases and deaths; **Dr. Esther M. Sternberg**, physician, medical researcher, neuroscientist, author and authority on the mind-body interaction in illness and healing, spoke presenting clips from her PBS show, *The Science of Healing with Dr. Esther Sternberg*, revealing how the brain helps us heal, both emotionally and physically. **Harry Wiland**, Principal and Founder, Media Policy Center and co-producer and director, *Designing Healthy Communities*, a PBS series exploring the impact of our built environment on public health, spoke presenting clips from the series, hosted and narrated by Dr. Richard Jackson, Chair and Professor, School of Environment and Public Health, UCLA. The panel discussion was attended by 5 professionals, and the get together was attended by another set of 5 professionals.

Future CWEA YP events was discussed attracting three (3) new YPs showing interest in organizing future events and being a part of CWEA.

7. **Spring Meeting** –Set for Friday, May 11, 2012 at Six Flags. Registration open.

d. President-Elect (Bob Beringer)

1. **WEF Awards** –Hiram Tanner - WEF’s awards were submitted by the April 1, 2012 deadline with Mr. Tanner doing an excellent job in this year’s list of potential submittals. Awards submitted included Public Official – George Hawkins, Fuhrman Medal - group, Water Quality Improvement – Dr. Charles Glass; Schlenz Public Education – Sam Hancock of the Emerald Planet, Collection Innovation – Cutty Braveboy and MA Excellence – CWEA, submitted by Jeff

Cantwell. The Past Delegate plaque will be awarded to Mr. Jon Doane during the 2012 CWEA Business Luncheon, August 30, 2012. Recipients of the 5S Society will be named by Al Will and the Collection Systems' Golden Manhole awardees will also be recognized at this luncheon.

MA Awards - Bedell nomination by Thea Browne-Dennis. Hatfield, Lab and Burke nominees discussed.

The Committee regrets it was unable to get packages together for Honary Membership, Emerson and Fair Medal awards.

2. **Tri-Con Conference** –Jane Bayer by Ann Baugher – Site visit conducted March 26th at the O.C. Convention Center. Construction will have no impact on this year's Tri-Con. 119 booths in the Exhibit Hall. Hotels set, Seacrets set, Ops Challenge in good shape with at least 8 teams, and Gary Geck is finalizing the Technical Program and Pre-Con. Keynote locked in. Exhibitor booths and sponsorships are live on RegOnline and continue to sell. Vendor workshop "Call" for Pre-Con was sent by Gary Geck for response.
3. **Strategic Planning** – Five (5) initiatives – among them to assemble CWEA Handbook and increase membership
4. **Other** – Kappe Scholarships – two (2) Short Course scholarships. to be awarded – no applications received, to date

e. Vice President (Burt Curry)

1. **Government Affairs (GA)** – Fly-In – Ted DeBoda, along with Scott Shipe attended the 2012 WEF/AWWA Fly-In – March 7-8, 2012 in Washington, DC. Fly-In a great success, thanks to Mr. Shipe. Ted encouraged all Board members to attend a future Fly-In.
2. **MAMWA Liaison** – Bob Beringer spoke to MAMWA President the end of March, whereby the main focus being the flush tax, which doubled and passed.

f. President (Ted DeBoda)

1. **Bylaws and Directory** –Al Will wrote specific motion, with amended articles signed by Ted DeBoda and Kraig Moodie. Administrator to forward executed document to Esquire Sandra Pfau Englund, for filing and applying to the IRS to change from a 501(c)(6) to a 501(c)(3), a tax exempt non-profit status.

In Al Will's absence, the following motion was presented by Ted DeBoda for vote regarding CWEA Board action regarding Articles of Amendment and Restatement

Motion No. 57-12: Motion to proceed was made by Hiram Tanner; seconded by Kraig Moodie with motion carried. The Chesapeake Water Environment Association (CWEA) was incorporated in the State of Maryland in 1973 as a 501(c)(6) organization under the name Chesapeake Water Pollution Control Association, Inc. On August 30, 2007 the CWEA Membership approved provisions for Articles of Amendment and Restatement. The purpose of these provisions was to facilitate a request to the U. S. Internal Revenue Service (IRS) to change CWEA's designation to that of a 501(c)(3) organization. In error, the Articles of Amendment and Restatement were not duly filed with the State of Maryland at that time. It is the intent of the current CWEA Board to proceed with the delayed process. The filing requires the names of the current directors of the corporation to be included. This list has changed since the Articles were approved by the membership. The attached Articles of Amendment and Restatement have been revised accordingly to reflect the current slate of officers in the Seventh article. The essential provisions and intent of the Articles as approved by the membership remain unchanged. By majority vote at the meeting of April 12, 2012, the CWEA Board approved the attached administrative revision to the previously approved document to be signed by the President and the Secretary for filing with the State of Maryland.

2. **Nominations** – Craig Murray on vacation. President DeBoda to communicate with Mr. Murray asking Slate be submitted to Board for e-vote adhering to timeline within Bylaws for advertising to CWEA membership 30 days prior to Business Luncheon vote on August 30, 2012.
3. **Budget/Finance** –Dues increase – Mr. Kraig Moodie proposed a \$25.00 dues increase as discussed at the previous board meeting. WEF stated CWEA had not increased dues since 1995.

The Board voted on the proposal as follows.

Motion No. 58-12: Motion made by Ted DeBoda, seconded by Jeff Cantwell, to increase all MA member dues to \$25 beginning January 1, 2013. Administrator, Ann Baugher, to notify Lori Jordan, WEF, asking increase to be effective January 1, 2013. Motion carried.

4. **WEFMAX** –.Al Will attending WEFMAX in Fayetteville, Arkansas April 11-13, 2012. Hiram Tanner will attend in Indianapolis, IN. Nine (9) CWEA board members will represent CWEA in Baltimore, MD, April 18-20, 2012. 62 have registered for Baltimore, to date.

Jane Bayer, Assistant Treasurer and WEFMAX Baltimore Coordinator, asked for additional funding as WEFMAX hosts since registration has increased from 45 to 62. Asking the previously approved \$2,000 be increased to \$3,000.

Motion No. 59-12: Motion made by Ted DeBoda and seconded by Hiram Tanner, to increase the local WEFMAX Host budget by \$1,000.00 due to high attendance. Motion carried.

g. Other

- i. **PWO** – Wayne Reed has agreed to replace Mr. Sam Amad, whose term has been fulfilled.
- ii. **Business Practices** – Rob Kershner, Chair. Role being developed. Mr. Kershner continues to be included in meetings and communications, thus acquiring a working knowledge of CWEA to assist in future developments of CWEA Business Practices. **[Ted DeBoda, Rob Kershner]**. Include customized committee roles/mission and committee duties to lead CWEA. **[Rob Kershner along with Strategic Planning Committee]**

3. SECRETARY REPORT (Kraig Moodie)

1. Kraig Moodie presented the February 9, 2012 Minutes for adoption.

Motion No. 60-12: Motion made by Ted DeBoda, seconded by Bob Beringer, to approve the February 9, 2012 Minutes, as presented with comments incorporated. Motion carried with minutes to be posted to the CWEA website.

- a. Drop Box for Executive Handbook – documents being added for CWEA Officer reference.

4. TREASURER'S REPORT (Tim Wolfe)

1. Checking Account balance \$ 59,248.17
2. Savings Account balance \$ 68,617.25; includes the Kappe Fund \$ 21,809.09

Discussion on the need to invest Kappe Fund monies was tabled until the June board meeting due to time constraints.

2012 Maryland Personal Property tax return has been signed by Tim Wolfe and sent, certified and registered, to the Maryland Department of Assessment.

Ted DeBoda asked for full account activity regarding the \$19,000.00 joint meeting proceeds of several years ago, was recently received from WWOA President, Karl Ott. In keeping of good business practices, President DeBoda's request of the \$38,000.00 profit realized from this joint meeting is necessary for an audit trail.

First installment, under 5-year payment plan and MOU, has been received from WWOA for past **Ecoletter** expenses upfronted by CWEA.

5. DELEGATE'S REPORT(S) –

1. Hiram Tanner – WEF asked Mr. Tanner to Chair House of Delegate Work Group on Rags and Pumps. Asked Board attendees to contact him if they or anyone they know in the Chesapeake area is having this issue. Mr. Tanner stated that non-woven disposable wipes, among other things like dental floss binding together debris is clogging pipes. Working with the Collection System on this matter. Delegate Tanner

advised the Board of Donna Andrews wanting to set up five (5) sustainability centers across the U.S. and looking to tie this into the 2013 Fly-In.

Hiram Tanner to attend Indiana WEFMAX while Al Will to attend in Arkansas

Prior to a membership vote, the Slate, per current Bylaws, must be presented to the CWEA membership with a 30-day notice of the Tri-Association Conference. This 30-day notice will be given via email in the June, July and August **e-CWEA News**.

SCHEDULE OF EVENTS

April 19-20, 2012	Fells Point, The Admiral Inn	WEFMAX	CWEA Host
April 26, 2012	Joint Water Reuse Seminar MITAGS	CWEA & CSAWWA	Tiffany Bain
May 11, 2012	Six Flags	Joint Spring Meeting w/CSAWWA	Joe Swain
June 3-6, 2012	St. Louis, MI	Collection Systems 2012	Susan MacNeil
June 3 – 8, 2012	Mount St. Mary's Emmitsburg, MD	Short Course Committee	Wayne Reed
June 26, 2012	CWEA Board Meeting - KCI	CWEA	Tim Wolfe
June 27, 2012	Ed Norton/Gary Wyatt Open – Windsor, MD	CWEA	Kraig Moodie or Jane Bayer
July 18-20, 2012	Stormwater Symposium, Sheraton Baltimore City Center, Baltimore, MD	WEF/CWEA	WEF/Jeff Cantwell
August 28 – August 31, 2012	2012 Tri-Association Conference, Ocean City, MD	CWEA/CSAWWA/WWOA	DuWayne Potter
September 29 – October 3, 2012	New Orleans, LA	2012 WEFTEC	wef.org
November 8, 2012	MITAGS	Collection Systems Committee Seminar	John Fletcher

UNFINISHED BUSINESS

1. Ted having lunch with Federal WEA, Adam Krantz, Public Relations Manager for NACWA to talk about setting up a joint event.
2. *Short Course representatives from CWEA tabled for selection at the June 26, 2012 board meeting.*
3. Filing of amended Articles of Incorporation to be completed by the June 2012 board meeting – **[AI Will]**
4. Signature rights – discussion began 4/14/11 – per AI Will, authority needs to be defined for all to be aware of policy. AI Will to draft something for distribution regarding signature rights. **[AI Will]** Need copy of policy. - CWEA President, Vice President and Treasurer can sign. Board has fiduciary responsibility with respect to contract obligations. AI Will to track down current signature policy. Mr. Will to forward to the CWEA Administrator for distribution to the Board. **[AI Will]**

NEW BUSINESS - None

ANNOUNCEMENTS

1. President Ted DeBoda welcomed the three students from University of Maryland, Chesapeake Chapter of Engineers Without Borders along with their Professor Lee Blaney. Professor Blaney introduced the project team. Their presentation on a project in the Kenya, Africa area was presented with the team asking for any support CWEA could give them, on their assessment trip, guidance, project plan, engineer travelling with them, financially and through to completion. President DeBoda thanked the students, Professor Blaney and Chein-Chi for setting up the presentation. Discussion followed over lunch.
2. Next meeting will be held on Tuesday, June 26, 2012 at KCI Technologies, 936 Ridgebrook Road, Sparks, MD 21152.

ADJOURN – Motion to adjourn meeting.

Motion No. 61-12: Motion to adjourn meeting was made by Kraig Moodie, seconded by Chein-Chi Chang. Meeting adjourned at 11:59 am. Motion carried.

Respectfully submitted,

Ann Baugher
CWEA Administrator

(POST HOC continued on next page)

POST HOC:

In order to handle items of business in need of consideration and/or vote prior to the next CWEA Board meeting on June 26, 2012, the Board agreed vote via email would be conducted post-meeting.

The following **Slate of Officer Nominations** was presented to the CWEA Officers post hoc for 2012-2013. The following is included for your information.

President – Bob Beringer (accede to)
President-Elect – Burton Curry (accede to)
Past President – Ted DeBoda (accede to)
Vice President – Tim Wolfe
Secretary – Kraig Moodie
Treasurer – Jane Bayer
PWO – Wayne Reed
MD Trustee – Paul Sayan
(DE Trustee – Jeff Cantwell [“year two” of 3-year term])
(DC Trustee – Chein-Chi Chang [“year three” of 3-year term])
(Delegate – Hiram Tanner [“year two” of 3-year term])
(Delegate – Al Will [“year three” of 3-year term])

The following Slate of Nominations for 2012-2013 was presented to the CWEA Board post hoc for voting by means of email:

2012-2013 CWEA Slate of Officers, approved by the 2011-2012 CWEA Board, will be voted upon to install, Thursday, August 30, 2012 at the CWEA Business Luncheon. Nominations may be made from the floor as well. Prior to a membership vote, the Slate below, per current Bylaws, must be presented to the CWEA membership 30-days before vote on August 30, 2012. This 30-day notice will be given via email in the June, July and August e-CWEA News.

Vice President – Tim Wolfe
Secretary – Kraig Moodie
Treasurer – Jane Bayer
PWO – Wayne Reed
MD Trustee – Paul Sayan

The above Slate of 2012-2013 CWEA Slate of Officers was presented to the CWEA Board via email for vote. Vote tally was 100% YES.

Submitted to the President and Secretary for Review and Comment: 5/19/12
Submitted to the Board for adoption review: 6/25/12
Edited and Printed:

NOTE: Follow-up action needed – names can be found “in brackets, bolded and italicized” within these minutes that require attention by next Board meeting.

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